

MDC Brooklyn Recreation Department

This is to Certify that

Valerie Cincinelli

Has Successfully Completed

Wellness and Weight loss Class

At MDC Brooklyn

This certificate is hereby issued this 20th day of January, 2020

R. Simon

Recreation Specialist

MDC Brooklyn Recreation Department

This is to Certify that
Valerie Cincinelli

Has Successfully Completed
Crochet Sentry Class

At MDC Brooklyn

This certificate is hereby issued this 20th day of January, 2020

R. Simon

Recreation Specialist

**U.S. Department of Justice
Federal Bureau of Prisons**

Certificate of Completion

We present this Certificate to

Valerie Cincinelli

**Resume Writing, Reputation Management, & Social Media:
*Define Yourself Before You are Defined***

*Instructor-led training developed by the
Education Department at MDC Brooklyn*



D. Greco

**D. Greco - Teacher
January 3, 2020**



Certificate of Completion

Presented to

Valerie Cincinelli

Register # 91619-053

This certificate is an acknowledgement of the successful completion of the

Women's Relationships Group

Metropolitan Detention Center, Brooklyn, NY

This certificate is hereby issued on November 22, 2019.

Steinhaus, Psy.D., M.S.,

Steinhaus, Psy.D., M.S.

Staff Psychologist

Certificate of Completion

Presented to

Valerie Cincinelli

Register # 91619-053

For completion of the Trauma in Life Workshop

Metropolitan Detention Center, Brooklyn, NY

This certificate is hereby issued on September 11, 2019.

Dr. Steinhaus

Dr. Steinhaus
Staff Psychologist

MDC Brooklyn Recreation Department

This is to Certify that
Valerie Cincinelli (Instructor)

Has Successfully Completed
Blood Pressure Sentry Class

At MDC Brooklyn

This certificate is hereby issued this 9th day of September, 2019

R. Simon

Recreation Specialist

MDC Brooklyn Recreation Department

This is to Certify that

Valerie Cincinelli

Has Successfully Completed:

Women's Rest-Based Fitness Class

At MDC Brooklyn

This certificate is hereby issued this 4th day of September 2019

R. SIMON

Recreation Specialist



MDC Brooklyn Recreation Department

This is to Certify that
Valerie Cincinelli

Has Successfully Completed
Basic Fit Sentry Class

At MDC Brooklyn

This certificate is hereby issued this 3rd day of August, 2019

R. Simon

Recreation Specialist

MDC Brooklyn Recreation Department

This is to Certify that

Valerie Cincinelli

Has Successfully Completed:

Structured Exercise Program

At MDC Brooklyn

This certificate is hereby issued this 1st day of August, 2019

R. SIMON

Recreation Specialist

MDC Brooklyn

Recreation Department

Valerie Cincinelli

Has Successfully Completed:

ALTERNATIVE TO VIOLENCE PROGRAM

At MDC Brooklyn

This certificate is hereby issued this 25th day of July 2019

C. Nuñez

Recreation Specialist

Certificate of Completion

Presented to


Valerie Cincinelli

Register # 91619-053

This certificate is an acknowledgement of the successful completion of four hours of:

*Initial Suicide Watch Companion Training at
Metropolitan Detention Center, Brooklyn, NY*

This certificate is hereby issued on July 9, 2019.

 Psy.D., M.S.

Steinhaus, Psy.D., M.S.

Staff Psychologist, Inmate Companion Coordinator

 _____

C. Ortega, Ph.D.

Chief of Psychology Services

MDC Brooklyn Recreation Department

This is to Certify that
Valerie Cincinelli

Has Successfully Completed:
Structured Activity (Cardio)

At MDC Brooklyn

This certificate is hereby issued this 1st day of July 2019

R. SIMON

Recreation Specialist

BP-A0324

JUN 10

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**WORK PERFORMANCE RATING - INMATE**

Inmate's Name CINCELLI VALERIE	Register No. 91619-053	Unit B-A
Evaluation Period JULY 2019	Work Assignment EAST LAUNDRY	

Bonus Justification

Signature and Date of Dept. Head Approval

Route to Dept. Head for Review, Then to Unit Team

Instructions: Check the best statement in each area. Base your rating on the inmate's overall performance for the rating period--neither the inmate's best day nor worst day--as compared to what is expected of a satisfactory worker in the assignment.

A. QUALITY OF WORK

- ☐ 1. Unsatisfactory. Makes more errors than should for this level of training. Work must be redone.
☐ 2. Fair. Careless; makes mistakes and does not check work. Should do better work.
☐ 3. Satisfactory. Makes some mistakes but no more than expected at this level.
☐ 4. Good. Makes fewer mistakes than most inmates at this level of training. Does Journeyman level work.
☒ 5. Outstanding. Does superior work

B. QUANTITY OF WORK

- ☐ 1. Unsatisfactory. Lazy, wastes time, goofs off.
☐ 2. Fair. Does just enough to get by. Has to be prodded occasionally.
☐ 3. Satisfactory. Works steadily but does not push self.
☐ 4. Good. Willing Worker. Does a full day's work and wastes little time.
☒ 5. Outstanding. Drives self exceptionally hard all the time.

C. INITIATIVE

- ☐ 1. Unsatisfactory. Always waits to be told what to do. Needs help getting started.
☐ 2. Fair. Usually relies on others to say what needs to be done.
☐ 3. Satisfactory. Can adapt to changes in routine. Will start work without waiting to be told.
☒ 4. Good. Can plan own work well. Acts on own in most things. Doesn't wait to be told what to do.
☐ 5. Outstanding. Has good ideas on better ways of doing things.

D. INTEREST; EAGERNESS TO LEARN

- ☐ 1. Poor. Shows no interest in job. Regards job as a drag or waste of time.
☐ 2. Fair. Shows minimal interest but not very eager to learn.
☐ 3. Satisfactory. Shows average amount of interest. Wants to learn own job but does not put forth extra effort.
☒ 4. Good. Above-average interest in job. Asks questions about own work and related work. May do extra work to improve skills.
☐ 5. Outstanding. Eager to master job. Wants to know everything there is to know about it. May read up on own time or volunteer to do things that will improve knowledge.

E. ABILITY TO LEARN

- ☐ 1. Poor. Has very low aptitude and is very slow to learn. Even when given extra instruction unable to learn, no matter how hard trying.
☐ 2. Fair. Slow but if tries eventually will pick up the skills. Needs more instructions than most.
☐ 3. Average. No slower and no faster to learn than most inmates. Requires average amount of instruction.
☐ 4. Good. Learns rapidly. Good memory. Rarely makes the same mistake twice.
☒ 5. Outstanding. Very quick to learn. Excellent memory. Is learning much more rapidly than most inmates assigned here. Never makes the same mistake twice.

F. NEED FOR SUPERVISION; DEPENDABILITY; SAFETY; CARE OF EQUIPMENT

- ☐ 1. Needs constant supervision. If left unsupervised will foul up, get in trouble, or wander off. Undependable.
☐ 2. Needs closer supervision than most. Not very dependable.
☐ 3. Average. Can be relied on for certain things but must be supervised by others. Usually prompt and dependable.
☒ 4. Needs little supervision. Good record of dependability and promptness.
☐ 5. No supervision required. Completely dependable in all things.

Replaces BP-S324, OCT 94

G. RESPONSE TO SUPERVISION AND INSTRUCTION

- ☐ 1. Poor. Resentful and hostile. May argue with supervisor.
☐ 2. Fair. Resists or ignores suggestions.
☐ 3. Satisfactory. Generally does what is told without any fuss.
☐ 4. Good. No hostility or resentment. Tries to improve.
☒ 5. Outstanding. Makes a real effort to please the instructor. Does exactly as is told.

H. ABILITY TO WORK WITH OTHERS

- ☐ 1. Poor. Negativistic, hostile, annoying to others.
☐ 2. Fair. Doesn't make friends easily. Has some interpersonal difficulties.
☐ 3. Satisfactory. Gets along OK with most co-workers and is accepted by them.
☐ 4. Good. Friendly, congenial, helpful; others like to work with.
☒ 5. Outstanding. Gets along well with everyone. Very popular.

I. OVERALL JOB PROFICIENCY

Based on this inmate's overall performance during this work period, if this inmate was an employee of yours in the community would you:

- ☐ 1. Fire or lay off that individual?
☐ 2. Transfer the person to a less demanding job at a lower pay scale?
☐ 3. Continue to employ the person but without a raise or promotion this time?
☒ 4. Raise the person's pay but keep the person at the same job?
☐ 5. Promote the person to a more demanding job at a higher pay rate?

J. GRADES AND PAY

1. Performance Pay - Grade Class (Check one) ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ M.
 2. Hours of Satisfactory work 110 HRS
 3. Regular Pay \$0.12
 4. Bonus Recommended: ☐ yes; ☒ no
 5. Total Pay \$13.00

Supervisor's Signature	Date
Inmate's Signature	Date

Inmate _____ was requested to sign this rating, but refused, citing the following reason:

Staff Witness' Signature	Date
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FILE IN SECTION 4 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 4

BP-A0324
JUN 10

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

WORK PERFORMANCE RATING - INMATE

Inmate's Name CINCINELLI VALERIE	Register No. 91619-053	Unit B-A
Evaluation Period AUGUST	Work Assignment EAST LAUNDRY	

Bonus Justification

Signature and Date of Dept. Head Approval

Route to Dept. Head for Review, Then to Unit Team

Instructions: Check the best statement in each area. Base your rating on the inmate's overall performance for the rating period--neither the inmate's best day nor worst day--as compared to what is expected of a satisfactory worker in the assignment.

A. QUALITY OF WORK

- ☐ 1. Unsatisfactory. Makes more errors than should for this level of training. Work must be redone.
- ☐ 2. Fair. Careless; makes mistakes and does not check work. Should do better work.
- ☐ 3. Satisfactory. Makes some mistakes but no more than expected at this level.
- ☒ 4. Good. Makes fewer mistakes than most inmates at this level of training. Does Journeyman level work.
- ☐ 5. Outstanding. Does superior work

B. QUANTITY OF WORK

- ☐ 1. Unsatisfactory. Lazy, wastes time, goofs off.
- ☐ 2. Fair. Does just enough to get by. Has to be prodded occasionally.
- ☐ 3. Satisfactory. Works steadily but does not push self.
- ☐ 4. Good. Willing Worker. Does a full day's work and wastes little time.
- ☒ 5. Outstanding. Drives self exceptionally hard all the time.

C. INITIATIVE

- ☐ 1. Unsatisfactory. Always waits to be told what to do. Needs help getting started.
- ☐ 2. Fair. Usually relies on others to say what needs to be done.
- ☐ 3. Satisfactory. Can adapt to changes in routine. Will start work without waiting to be told.
- ☒ 4. Good. Can plan own work well. Acts on own in most things. Doesn't wait to be told what to do.
- ☐ 5. Outstanding. Has good ideas on better ways of doing things.

D. INTEREST; EAGERNESS TO LEARN

- ☐ 1. Poor. Shows no interest in job. Regards job as a drag or waste of time.
- ☐ 2. Fair. Shows minimal interest but not very eager to learn.
- ☐ 3. Satisfactory. Shows average amount of interest. Wants to learn own job but does not put forth extra effort.
- ☒ 4. Good. Above-average interest in job. Asks questions about own work and related work. May do extra work to improve skills.
- ☐ 5. Outstanding. Eager to master job. Wants to know everything there is to know about it. May read up on own time or volunteer to do things that will improve knowledge.

E. ABILITY TO LEARN

- ☐ 1. Poor. Has very low aptitude and is very slow to learn. Even when given extra instruction unable to learn, no matter how hard trying.
- ☐ 2. Fair. Slow but if tries eventually will pick up the skills. Needs more instructions than most.
- ☐ 3. Average. No slower and no faster to learn than most inmates. Requires average amount of instruction.
- ☐ 4. Good. Learns rapidly. Good memory. Rarely makes the same mistake twice.
- ☒ 5. Outstanding. Very quick to learn. Excellent memory. Is learning much more rapidly than most inmates assigned here. Never makes the same mistake twice.

F. NEED FOR SUPERVISION; DEPENDABILITY; SAFETY; CARE OF EQUIPMENT

- ☐ 1. Needs constant supervision. If left unsupervised will foul up, get in trouble, or wander off. Undependable.
- ☐ 2. Needs closer supervision than most. Not very dependable.
- ☐ 3. Average. Can be relied on for certain things but must be supervised by others. Usually prompt and dependable.
- ☒ 4. Needs little supervision. Good record of dependability and promptness.
- ☐ 5. No supervision required. Completely dependable in all things.

Replaces BP-S324, OCT 94

G. RESPONSE TO SUPERVISION AND INSTRUCTION

- ☐ 1. Poor. Resentful and hostile. May argue with supervisor.
☐ 2. Fair. Resists or ignores suggestions.
☐ 3. Satisfactory. Generally does what is told without any fuss.
☐ 4. Good. No hostility or resentment. Tries to improve.
☒ 5. Outstanding. Makes a real effort to please the instructor. Does exactly as is told.

H. ABILITY TO WORK WITH OTHERS

- ☐ 1. Poor. Negativistic, hostile, annoying to others.
☐ 2. Fair. Doesn't make friends easily. Has some interpersonal difficulties.
☐ 3. Satisfactory. Gets along OK with most co-workers and is accepted by them.
☒ 4. Good. Friendly, congenial, helpful; others like to work with.
☐ 5. Outstanding. Gets along well with everyone. Very popular.

I. OVERALL JOB PROFICIENCY

Based on this inmate's overall performance during this work period, if this inmate was an employee of yours in the community would you:

- ☐ 1. Fire or lay off that individual?
☐ 2. Transfer the person to a less demanding job at a lower pay scale?
☐ 3. Continue to employ the person but without a raise or promotion this time?
☒ 4. Raise the person's pay but keep the person at the same job?
☐ 5. Promote the person to a more demanding job at a higher pay rate?

J. GRADES AND PAY

1. Performance Pay - Grade Class (Check one) ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ M.
 2. Hours of Satisfactory work 100
 3. Regular Pay \$0.12
 4. Bonus Recommended: ☐ yes; ☒ no
 5. Total Pay \$12.00

Supervisor's Signature

Date

9-5-19

Inmate's Signature

Date

9.5.19

Inmate _____ was requested to sign this rating, but refused, citing the following reason:

Staff Witness' Signature

Date

FILE IN SECTION 4 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 4

BP-A0324

JUN 10

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

WORK PERFORMANCE RATING - INMATE

Inmate's Name CINCINELLI, VALERIE	Register No. 91619-053	Unit B-A
Evaluation Period OCTOBER 1, 2019 - OCTOBER 31, 2019	Work Assignment EAST LAUNDRY	

Bonus Justification

Signature and Date of Dept. Head Approval

Route to Dept. Head for Review, Then to Unit Team

Instructions: Check the best statement in each area. Base your rating on the inmate's overall performance for the rating period--neither the inmate's best day nor worst day--as compared to what is expected of a satisfactory worker in the assignment.

A. QUALITY OF WORK

- ☐ 1. Unsatisfactory. Makes more errors than should for this level of training. Work must be redone.
☐ 2. Fair. Careless; makes mistakes and does not check work. Should do better work.
☐ 3. Satisfactory. Makes some mistakes but no more than expected at this level.
☐ 4. Good. Makes fewer mistakes than most inmates at this level of training. Does Journeyman level work.
☒ 5. Outstanding. Does superior work

B. QUANTITY OF WORK

- ☐ 1. Unsatisfactory. Lazy, wastes time, goofs off.
☐ 2. Fair. Does just enough to get by. Has to be prodded occasionally.
☐ 3. Satisfactory. Works steadily but does not push self.
☐ 4. Good. Willing Worker. Does a full day's work and wastes little time.
☒ 5. Outstanding. Drives self exceptionally hard all the time.

C. INITIATIVE

- ☐ 1. Unsatisfactory. Always waits to be told what to do. Needs help getting started.
☐ 2. Fair. Usually relies on others to say what needs to be done.
☐ 3. Satisfactory. Can adapt to changes in routine. Will start work without waiting to be told.
☐ 4. Good. Can plan own work well. Acts on own in most things. Doesn't wait to be told what to do.
☒ 5. Outstanding. Has good ideas on better ways of doing things.

D. INTEREST; EAGERNESS TO LEARN

- ☐ 1. Poor. Shows no interest in job. Regards job as a drag or waste of time.
☐ 2. Fair. Shows minimal interest but not very eager to learn.
☐ 3. Satisfactory. Shows average amount of interest. Wants to learn own job but does not put forth extra effort.
☐ 4. Good. Above-average interest in job. Asks questions about own work and related work. May do extra work to improve skills.
☒ 5. Outstanding. Eager to master job. Wants to know everything there is to know about it. May read up on own time or volunteer to do things that will improve knowledge.

E. ABILITY TO LEARN

- ☐ 1. Poor. Has very low aptitude and is very slow to learn. Even when given extra instruction unable to learn, no matter how hard trying.
☐ 2. Fair. Slow but if tries eventually will pick up the skills. Needs more instructions than most.
☐ 3. Average. No slower and no faster to learn than most inmates. Requires average amount of instruction.
☐ 4. Good. Learns rapidly. Good memory. Rarely makes the same mistake twice.
☒ 5. Outstanding. Very quick to learn. Excellent memory. Is learning much more rapidly than most inmates assigned here. Never makes the same mistake twice.

F. NEED FOR SUPERVISION; DEPENDABILITY; SAFETY; CARE OF EQUIPMENT

- ☐ 1. Needs constant supervision. If left unsupervised will foul up, get in trouble, or wander off. Undependable.
☐ 2. Needs closer supervision than most. Not very dependable.
☐ 3. Average. Can be relied on for certain things but must be supervised by others. Usually prompt and dependable.
☐ 4. Needs little supervision. Good record of dependability and promptness.
☒ 5. No supervision required. Completely dependable in all things.

Replaces BP-S324, OCT 94

G. RESPONSE TO SUPERVISION AND INSTRUCTION

- ☐ 1. Poor. Resentful and hostile. May argue with supervisor.
☐ 2. Fair. Resists or ignores suggestions.
☐ 3. Satisfactory. Generally does what is told without any fuss.
☐ 4. Good. No hostility or resentment. Tries to improve.
☒ 5. Outstanding. Makes a real effort to please the instructor. Does exactly as is told.

H. ABILITY TO WORK WITH OTHERS

- ☐ 1. Poor. Negativistic, hostile, annoying to others.
☐ 2. Fair. Doesn't make friends easily. Has some interpersonal difficulties.
☐ 3. Satisfactory. Gets along OK with most co-workers and is accepted by them.
☐ 4. Good. Friendly, congenial, helpful; others like to work with.
☒ 5. Outstanding. Gets along well with everyone. Very popular.

I. OVERALL JOB PROFICIENCY

Based on this inmate's overall performance during this work period, if this inmate was an employee of yours in the community would you:

- ☐ 1. Fire or lay off that individual?
☐ 2. Transfer the person to a less demanding job at a lower pay scale?
☐ 3. Continue to employ the person but without a raise or promotion this time?
☐ 4. Raise the person's pay but keep the person at the same job?
☒ 5. Promote the person to a more demanding job at a higher pay rate?

J. GRADES AND PAY

1. Performance Pay - Grade Class (Check one) ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ M.
 2. Hours of Satisfactory work 161
 3. Regular Pay \$19.32
 4. Bonus Recommended: ☐ yes; ☒ no
 5. Total Pay \$19.32

Supervisor's Signature

Date

11/6/19

Inmate's Signature

Date

11/6/19

Inmate _____ was requested to sign this rating, but refused, citing the following reason:

Staff Witness' Signature

Date

BP-A0575

JUN 10

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

PERFORMANCE PAY DAILY RECORD - INMATE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAY OF MO:		1	2	3	4	
N/A		7	7	7	7	N/A
DAY OF MO:	7	8	9	10	11	
N/A	7	7	7	7	7	N/A
DAY OF MO:	14	15	16	17	18	
N/A	7	7	7	7	7	N/A
DAY OF MO:	21	22	23	24	25	
N/A	7	7	7	7	7	N/A
DAY OF MO:	28	29	30	31		
N/A	7	7	7	7		N/A

Note: For days reflecting less than 7 hours worked explain by inserting applicable code:

C = Callout
E = Education
F = Furlough
H = Hospital

V = Visit
HO = Holiday
I = Medical Idle
UA = Unauthorized

AD = Admin. Det./Discip. Seg
U = Unsatisfactory

Inmate's Name CINCINELLI, VALERIE	Register No. 91619-053	Detail EAST LAUNDRY
Month: OCTOBER, 2019	Total Hours: 161	

BP-A0324
JUN 10

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

WORK PERFORMANCE RATING - INMATE

Inmate's Name Cincinelli, Valerie	Register No. 91619-053	Unit B-A
Evaluation Period November 2019	Work Assignment East Laundry	

Bonus Justification

Signature and Date of Dept. Head Approval

Route to Dept. Head for Review, Then to Unit Team

Instructions: Check the best statement in each area. Base your rating on the inmate's overall performance for the rating period--neither the inmate's best day nor worst day--as compared to what is expected of a satisfactory worker in the assignment.

A. QUALITY OF WORK

- ☐ 1. Unsatisfactory. Makes more errors than should for this level of training. Work must be redone.
- ☐ 2. Fair. Careless; makes mistakes and does not check work. Should do better work.
- ☐ 3. Satisfactory. Makes some mistakes but no more than expected at this level.
- ☐ 4. Good. Makes fewer mistakes than most inmates at this level of training. Does Journeyman level work.
- ☒ 5. Outstanding. Does superior work

B. QUANTITY OF WORK

- ☐ 1. Unsatisfactory. Lazy, wastes time, goofs off.
- ☐ 2. Fair. Does just enough to get by. Has to be prodded occasionally.
- ☐ 3. Satisfactory. Works steadily but does not push self.
- ☐ 4. Good. Willing Worker. Does a full day's work and wastes little time.
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C. INITIATIVE

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- ☐ 2. Fair. Usually relies on others to say what needs to be done.
- ☐ 3. Satisfactory. Can adapt to changes in routine. Will start work without waiting to be told.
- ☐ 4. Good. Can plan own work well. Acts on own in most things. Doesn't wait to be told what to do.
- ☒ 5. Outstanding. Has good ideas on better ways of doing things.

D. INTEREST; EAGERNESS TO LEARN

- ☐ 1. Poor. Shows no interest in job. Regards job as a drag or waste of time.
- ☐ 2. Fair. Shows minimal interest but not very eager to learn.
- ☐ 3. Satisfactory. Shows average amount of interest. Wants to learn own job but does not put forth extra effort.
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E. ABILITY TO LEARN

- ☐ 1. Poor. Has very low aptitude and is very slow to learn. Even when given extra instruction unable to learn, no matter how hard trying.
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F. NEED FOR SUPERVISION; DEPENDABILITY; SAFETY; CARE OF EQUIPMENT

- ☐ 1. Needs constant supervision. If left unsupervised will foul up, get in trouble, or wander off. Undependable.
- ☐ 2. Needs closer supervision than most. Not very dependable.
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- ☐ 4. Needs little supervision. Good record of dependability and promptness.
- ☒ 5. No supervision required. Completely dependable in all things.

Replaces BP-S324, OCT 94

G. RESPONSE TO SUPERVISION AND INSTRUCTION

- ☐ 1. Poor. Resentful and hostile. May argue with supervisor.
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H. ABILITY TO WORK WITH OTHERS

- ☐ 1. Poor. Negativistic, hostile, annoying to others.
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☐ 3. Satisfactory. Gets along OK with most co-workers and is accepted by them.
☐ 4. Good. Friendly, congenial, helpful; others like to work with.
☒ 5. Outstanding. Gets along well with everyone. Very popular.

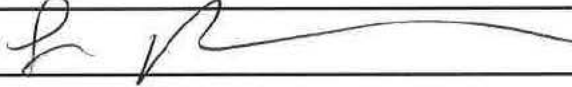

I. OVERALL JOB PROFICIENCY

Based on this inmate's overall performance during this work period, if this inmate was an employee of yours in the community would you:

- ☐ 1. Fire or lay off that individual?
☐ 2. Transfer the person to a less demanding job at a lower pay scale?
☐ 3. Continue to employ the person but without a raise or promotion this time?
☐ 4. Raise the person's pay but keep the person at the same job?
☒ 5. Promote the person to a more demanding job at a higher pay rate?

J. GRADES AND PAY

1. Performance Pay - Grade Class (Check one) ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ M.
 2. Hours of Satisfactory work 100 hrs
 3. Regular Pay \$12.00
 4. Bonus Recommended: ☐ yes; ☒ no
 5. Total Pay \$12.00

Supervisor's Signature 	Date <u>12-1-2019</u>
Inmate's Signature 	Date <u>12-1-19</u>

Inmate _____ was requested to sign this rating, but refused, citing the following reason:

Staff Witness' Signature	Date
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FILE IN SECTION 4 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 4

BP-A0324

JUN 10

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**WORK PERFORMANCE RATING - INMATE**

Inmate's Name CINCINELLI, VALERIE	Register No. 91619-053	Unit B-A
Evaluation Period DECEMBER 1, 2019-DECEMBER 31, 2019	Work Assignment EAST LAUNDRY	

Bonus Justification

Signature and Date of Dept. Head Approval

Route to Dept. Head for Review, Then to Unit Team

Instructions: Check the best statement in each area. Base your rating on the inmate's overall performance for the rating period--neither the inmate's best day nor worst day--as compared to what is expected of a satisfactory worker in the assignment.

A. QUALITY OF WORK

- ☐ 1. Unsatisfactory. Makes more errors than should for this level of training. Work must be redone.
- ☐ 2. Fair. Careless; makes mistakes and does not check work. Should do better work.
- ☐ 3. Satisfactory. Makes some mistakes but no more than expected at this level.
- ☐ 4. Good. Makes fewer mistakes than most inmates at this level of training. Does Journeyman level work.
- ☒ 5. Outstanding. Does superior work

B. QUANTITY OF WORK

- ☐ 1. Unsatisfactory. Lazy, wastes time, goofs off.
- ☐ 2. Fair. Does just enough to get by. Has to be prodded occasionally.
- ☐ 3. Satisfactory. Works steadily but does not push self.
- ☐ 4. Good. Willing Worker. Does a full day's work and wastes little time.
- ☒ 5. Outstanding. Drives self exceptionally hard all the time.

C. INITIATIVE

- ☐ 1. Unsatisfactory. Always waits to be told what to do. Needs help getting started.
- ☐ 2. Fair. Usually relies on others to say what needs to be done.
- ☐ 3. Satisfactory. Can adapt to changes in routine. Will start work without waiting to be told.
- ☐ 4. Good. Can plan own work well. Acts on own in most things. Doesn't wait to be told what to do.
- ☒ 5. Outstanding. Has good ideas on better ways of doing things.

D. INTEREST; EAGERNESS TO LEARN

- ☐ 1. Poor. Shows no interest in job. Regards job as a drag or waste of time.
- ☐ 2. Fair. Shows minimal interest but not very eager to learn.
- ☐ 3. Satisfactory. Shows average amount of interest. Wants to learn own job but does not put forth extra effort.
- ☐ 4. Good. Above-average interest in job. Asks questions about own work and related work. May do extra work to improve skills.
- ☒ 5. Outstanding. Eager to master job. Wants to know everything there is to know about it. May read up on own time or volunteer to do things that will improve knowledge.

E. ABILITY TO LEARN

- ☐ 1. Poor. Has very low aptitude and is very slow to learn. Even when given extra instruction unable to learn, no matter how hard trying.
- ☐ 2. Fair. Slow but if tries eventually will pick up the skills. Needs more instructions than most.
- ☐ 3. Average. No slower and no faster to learn than most inmates. Requires average amount of instruction.
- ☐ 4. Good. Learns rapidly. Good memory. Rarely makes the same mistake twice.
- ☒ 5. Outstanding. Very quick to learn. Excellent memory. Is learning much more rapidly than most inmates assigned here. Never makes the same mistake twice.

F. NEED FOR SUPERVISION; DEPENDABILITY; SAFETY; CARE OF EQUIPMENT

- ☐ 1. Needs constant supervision. If left unsupervised will foul up, get in trouble, or wander off. Undependable.
- ☐ 2. Needs closer supervision than most. Not very dependable.
- ☐ 3. Average. Can be relied on for certain things but must be supervised by others. Usually prompt and dependable.
- ☐ 4. Needs little supervision. Good record of dependability and promptness.
- ☒ 5. No supervision required. Completely dependable in all things.

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G. RESPONSE TO SUPERVISION AND INSTRUCTION

- ☐ 1. Poor. Resentful and hostile. May argue with supervisor.
☐ 2. Fair. Resists or ignores suggestions.
☐ 3. Satisfactory. Generally does what is told without any fuss.
☐ 4. Good. No hostility or resentment. Tries to improve.
☒ 5. Outstanding. Makes a real effort to please the instructor. Does exactly as is told.

H. ABILITY TO WORK WITH OTHERS

- ☐ 1. Poor. Negativistic, hostile, annoying to others.
☐ 2. Fair. Doesn't make friends easily. Has some interpersonal difficulties.
☐ 3. Satisfactory. Gets along OK with most co-workers and is accepted by them.
☐ 4. Good. Friendly, congenial, helpful; others like to work with.
☒ 5. Outstanding. Gets along well with everyone. Very popular.

I. OVERALL JOB PROFICIENCY

Based on this inmate's overall performance during this work period, if this inmate was an employee of yours in the community would you:

- ☐ 1. Fire or lay off that individual?
☐ 2. Transfer the person to a less demanding job at a lower pay scale?
☐ 3. Continue to employ the person but without a raise or promotion this time?
☐ 4. Raise the person's pay but keep the person at the same job?
☒ 5. Promote the person to a more demanding job at a higher pay rate?

J. GRADES AND PAY

1. Performance Pay - Grade Class (Check one) ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ M.
 2. Hours of Satisfactory work 160
 3. Regular Pay \$19.20
 4. Bonus Recommended: ☐ yes; ☒ no
 5. Total Pay \$19.20

Supervisor's Signature 	Date <u>1/1/20</u>
Inmate's Signature 	Date <u>1.1.20</u>

Inmate _____ was requested to sign this rating, but refused, citing the following reason:

Staff Witness' Signature	Date
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FILE IN SECTION 4 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 4

BP-A0575

JUN 10

PERFORMANCE PAY DAILY RECORD - INMATE**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DAY OF MO:	2	3	4	5	6	
N/A	8	8	8	8	8	N/A
DAY OF MO:	9	10	11	12	13	
N/A	8	8	8	8	8	N/A
DAY OF MO:	16	17	18	19	20	
N/A	8	8	8	8	8	N/A
DAY OF MO:	23	24	25	26	27	
N/A	8	H	H	8	8	N/A
DAY OF MO:	30	31				
N/A	8	8				N/A

Note: For days reflecting less than 7 hours worked explain by inserting applicable code:

C = Callout
E = Education
F = Furlough
H = Hospital

V = Visit
HO = Holiday
I = Medical Idle
UA = Unauthorized

AD = Admin. Det./Discip. Seg
U = Unsatisfactory

Inmate's Name CINCINELLI, VALERIE	Register No. 91619-053	Detail EAST LAUNDRY
Month: DECEMBER, 2019	Total Hours: 160	

FILE IN SECTION 4 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 4